



University of Maryland University College

## Graduate School of Management & Technology



# SCHEDULE OF CLASSES SUMMER 2009

[www.umuc.edu](http://www.umuc.edu)

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### Using this combination of papers saves the following:

3 TREES  
2 MILLION BTUs: TOTAL ENERGY  
349 LBS CO  
1,143 GALS. WATER: WASTEWATER  
189 LBS: SOLID WASTE

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## Welcome from the Dean



It may seem counterintuitive, but bad economic times make for some good career opportunities. And those who want to capitalize on those opportunities often end up right where you are today: starting a new session of courses at the UMUC Graduate School of Management and Technology.

You've recognized that advancing your education is one of the best ways to not only advance your career, but also hold on to your career in a shrinking job market. By becoming more valuable to your employer you may be less likely to be a candidate for layoff. And, in some cases, retooling your skill set to pursue a different career path altogether might make the most sense.

Graduate degrees and certificates from UMUC are credentials employers will be looking for when economic recovery begins.

There's no question that the wide range of career-relevant graduate programs we offer can better prepare you to weather the present economic storm and come out of it faster and stronger than your competition. But don't forget the additional advantages that come with your UMUC program.

- The real-world perspective you'll gain from UMUC faculty members who are experts in their respective fields.
- The guidance and support of an academic advisor whose goal it is to help you succeed no matter what challenges you may face.
- Career planning and job search assistance from UMUC's professional Career Services staff.
- A Financial Aid Office ready to help you explore scholarship and financing options to make your program more affordable.
- Networking and idea exchange with an active Alumni Association that boasts many prominent business, government, and military leaders around the globe.

All this just emphasizes what I've said in my welcome messages many times before. We are doing everything possible to make sure we have the right programs and the right services to make UMUC programs the right choice for you.

Sincerely,

A handwritten signature in dark ink that reads "Michael S. Frank".

Michael S. Frank, PhD  
Vice Provost and Dean  
Graduate School of Management and Technology  
E-mail: [graddean@umuc.edu](mailto:graddean@umuc.edu)

### POLICY STATEMENT

This publication and its provisions do not constitute, and should not be regarded as, a contract between UMUC and any party or parties. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, academic requirements, and tuition and fees applicable to UMUC, its students, or its programs. In addition, changes or additions may be made to the policies, procedures, rules, regulations, and academic requirements set out in this publication. UMUC reserves the right to make these changes and additions to the information in this publication without prior notice. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. *See additional policies on inside back cover.*

# SUMMER HIGHLIGHTS

## Orkand Chair Aims to Be a Change Agent

Now that he has settled into his new position as the 2008–2009 holder of the Orkand Endowed Chair in Management and Technology, Erran Carmel is setting an agenda for change at the UMUC Graduate School for Management and Technology.

“An endowed chair allows me more freedom than typical department chairs, which focus on being administrators and managing teachers and curricula,” Carmel said. “My focus will be on research and scholarship.”

Carmel noted that, while quite a few UMUC faculty members have been actively engaged in personal research projects, the university wants to do more to foster new research. One of his key objectives for his year at UMUC is to elevate institution-wide support for academic research and facilitate activities that will further enhance UMUC’s reputation as a leader in the creation of knowledge.

“I’m an agent for change and, with the help of many people, changes are beginning to take shape,” Carmel said. Plans for a UMUC working paper series—sort of an academic blog for early drafts of faculty research—and a Provost’s Best Papers competition have already been established, and other opportunities are still under consideration. The ultimate goal is the creation of a UMUC research office that would help generate funding for research projects, taking the burden off faculty members and allowing them to concentrate on the research itself.

In addition to his work for change, Carmel began team teaching his first fully online course—ISAS 620 Information Systems Sourcing Management—in the spring with Alan Carswell, chair of Information and Technology Systems. “There are good synergies between what I do and what UMUC does, and I wanted to work with a leader in distance learning,” Carmel said. “It will be challenging to teach an entire class online, but I want to experience UMUC’s advanced asynchronous learning method. I was, however, pleased that Alan is using my book for the course, so at least I won’t have to read the textbook ahead of time.”

**Carmel, an internationally known expert in the globalization of technology and the offshoring of information technology, is on leave from the Kogod School of Business at American University in Washington, D.C., where he has been the chair of the Information and Technology Department for the past three years.**

## New Noncredit Course for MAT Candidates

This summer, UMUC will offer a new online course designed to prepare students for the Praxis I Pre-Professional Skills Tests in reading, writing, and mathematics—one of several standardized tests that can be used to qualify for admission to the Master of Arts in Teaching (MAT) program, which will be

available in the fall. The \$250 fee for UCSP 650 includes all materials, as well as registration for the Praxis I tests. For students who pass the tests and enter the program, the fee will be applied toward tuition for the first credit course in the MAT. See the back cover for more information on the MAT.

## Faculty Fulbright Experience Comes Full Circle

In 1957, Clarence Mann, a newly minted graduate of Wabash College with a Bachelor of Arts in political science and philosophy, won a student Fulbright scholarship that took him to the University of Bonn, Germany, for two years. There he studied German corporate and labor law and acquired a passion for the management, research, and teaching of international business that engaged him for the next 50 years of his life.

Fast-forward to fall 2008 and now Clarence Mann, J.D., is again a Fulbright scholar, this time in India. As the recipient of a Fulbright senior specialist fellowship, he spent a whirlwind four weeks helping to promote cultural, academic, and commercial exchange between U.S. and Indian business communities in general and between UMUC and a variety of Indian educational institutions in particular.

Mann joined the graduate faculty at UMUC in 1990, after a distinguished career in international business as a private practice attorney, corporate counsel, business executive, and management consultant to the U.S. Agency for International Development. Currently he serves as program director for UMUC’s Executive Programs, as well as executive director of the university’s Institute for Global Management.

“The fellowship allowed me to accompany 16 of our students who were in India working on their ‘live’ international business projects, a requirement of the UMUC [executive] program,” Mann said. “I was also able to meet with many school and business leaders and establish relationships that will help to enhance the value of the global learning experience for all UMUC business students in the future.”

# IMPORTANT DATES

Visit [www.umuc.edu/calendar](http://www.umuc.edu/calendar) for up-to-date information. Check [www.umuc.edu/weather](http://www.umuc.edu/weather) for class cancellations in inclement weather or other emergency situations. See inside back cover or visit [www.umuc.edu/locate](http://www.umuc.edu/locate) for UMUC course and service locations and phone numbers.

## SESSION DATES FOR CREDIT COURSES

### SUMMER 2009

Standard (on-site)	May 26–August 17
Online session	May 26–August 17
MBA session	July 6–September 13
Executive session	July 6–September 13
Doctoral session	May 25–August 22

### FALL 2009

Standard (on-site)	September 9– December 6
Online session 1	September 9– December 6
Online session 2*	September 28– December 19
MBA session	October 5– December 13
Executive session	October 5– December 13
Doctoral session	September 8– December 7

## SESSION DATES FOR NONCREDIT COURSES

### UCSP 611

May 26–June 30
June 15–July 19
July 6–August 10
July 18–August 20

### UCSP 620, 621, 630, AND 650

May 26–July 20
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## SUMMER 2009 REGISTRATION DATES

### ONLINE, ON-SITE, AND PHONE REGISTRATION

February 9–first day of class

Go to MyUMUC (<https://my.umuc.edu>) at any time or call IRIS 6 a.m.–9 p.m. daily.

On-site registration is available during regular office hours at the following locations (see p. 17 for phone numbers):

■ Adelphi (Student and Faculty Services Center)

■ Dorsey Station

■ Hagerstown

■ Shady Grove

■ Waldorf Center for Higher Education

*Note:* Golden ID students must register on-site the week before classes begin.

## WITHDRAWAL DEADLINE

Two weeks before class ends

## HOLIDAYS/OFFICES CLOSED

July 3  
September 7

## DIPLOMA AND CERTIFICATE APPLICATION DEADLINES

For August 2009	June 15
For December 2009	October 1
For May 2010	February 15

## FINANCIAL AID DEADLINE

For summer 2009	April 1
For fall 2009	June 1
For spring 2010	November 1

## COMMENCEMENT

May 15, 2010

\* Only first courses in a limited number of degree programs will be available in online session 2.

# HELPFUL INFORMATION

On your path to a graduate degree or certificate, UMUC is with you every step of the way. Below, find the support you need to help you succeed throughout your program.

## Your First Stop

### MyUMUC Portal

Register for courses, pay tuition, apply for financial aid, and much more through the MyUMUC student portal, available at <https://my.umuc.edu>. For details, visit the MyUMUC Student Information Center at [www.umuc.edu/myumuc](http://www.umuc.edu/myumuc).

## Student Services

### Academic Advising

UMUC graduate advising can help you stay on track during your program. Contact a graduate advisor by phone at **800-888-UMUC (8682)** or send an e-mail to [gradinfo@umuc.edu](mailto:gradinfo@umuc.edu). In-person advising is available at Adelphi, Dorsey Station, and Shady Grove. Visit [www.umuc.edu/locate](http://www.umuc.edu/locate) or see p. 17 for contact information.

### Career Services

Career planning assistance and resources for job searching, résumé writing, and many other services, plus job listings are available through Career Services at [www.umuc.edu/careerservices](http://www.umuc.edu/careerservices). For more information and assistance, call **800-888-UMUC, ext. 6785**.

### Computer Labs

If you are a UMUC student with a current ID, you have access to computer labs at Adelphi, Arundel Mills, Dorsey Station, Hagerstown, Shady Grove, and Waldorf Center. Call the individual site for lab hours. For phone numbers, see inside back cover or visit [www.umuc.edu/locate](http://www.umuc.edu/locate). More

information on computing facilities is available at [www.umuc.edu/computerlabs](http://www.umuc.edu/computerlabs).

### Financial Services

Learn about financial aid options and apply at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid). For assistance, call **800-888-UMUC, ext. 7510**, or send an e-mail to [gradfinaid@umuc.edu](mailto:gradfinaid@umuc.edu).

### Payment Options

Find out about the convenient monthly installment payment plan and explore other options, such as employer-provided tuition assistance at [www.umuc.edu/payoptions](http://www.umuc.edu/payoptions).

### Students with Disabilities

If you require any special accommodations because of a temporary or permanent disability, contact Veterans and Disabled Student Affairs four to six weeks prior to the start of each session at **800-888-UMUC, ext. 7930** (or **301-985-7466** TTY), or [vdsa@umuc.edu](mailto:vdsa@umuc.edu).

### Students in the Military

UMUC offers special tuition benefits, financial support, and other programs for active-duty military servicemembers and their spouses, regardless of residency. To learn about scholarships available to military students and spouses and to apply, visit [www.umuc.edu/milscholarships](http://www.umuc.edu/milscholarships).

### Textbooks

Textbooks and course materials may be purchased through MBS Direct. Visit [www.umuc.edu/textbooks](http://www.umuc.edu/textbooks) for details about

ordering online or in person. To order textbooks by phone, call MBS Direct at **800-325-3252**.

## Academic Resources

### Library Services

Extensive library resources and services are available online, 24 hours a day, seven days a week. You can also receive librarian assistance in person or by phone (at 800-888-UMUC, ext. 7209) during regular office hours or by e-mail (at [library@umuc.edu](mailto:library@umuc.edu)) or online chat 24 hours a day. Visit [www.umuc.edu/library](http://www.umuc.edu/library) for a complete list of library services.

### Technical Requirements for Online Courses

UMUC online graduate courses require a minimum level of computer hardware and software. To view the full list of minimum technical requirements, visit [www.umuc.edu/gradtech](http://www.umuc.edu/gradtech). For WebTycho assistance, call **888-360-UMUC (8682)** or visit [support.umuc.edu](http://support.umuc.edu).

### Writing Assistance

Receive feedback on your writing assignments from expert advisors and use online writing and research resources through the Effective Writing Center. Visit the Writing Center online at [www.umuc.edu/ewc](http://www.umuc.edu/ewc) or send an e-mail to [writingcenter@umuc.edu](mailto:writingcenter@umuc.edu).

# GRADUATE PROGRAMS

UMUC's graduate programs are career-focused and combine theory with practice. Almost all are offered online, so that busy adults can earn credit from anywhere in the world.

## DOCTORAL PROGRAM

**Doctor of Management\***

## MASTER'S DEGREE PROGRAMS

**Master of Business Administration**

**Master of Distance Education**

- Distance education policy and management
- Distance education teaching and training
- Distance education technology

**Master of Education in instructional technology**

**Master of International Management**

- International enterprise management
- International financial management
- International marketing management

**Master of Science in accounting and financial management**

**Master of Science in accounting and information technology**

**Master of Science in biotechnology**

- Bioinformatics
- Biosecurity and biodefense
- Biotechnology management

**Master of Science in environmental management**

**Master of Science in financial management and information systems**

**Master of Science in health administration informatics**

**Master of Science in health care administration**

**Master of Science in information technology**

- Database systems technology
- E-business
- Homeland security management
- Informatics
- Information assurance
- Project management
- Software engineering
- Telecommunications management

**Master of Science in management**

- Accounting
- Financial management
- Health care administration
- Homeland security management
- Human resource management
- Information systems and services
- Interdisciplinary studies in management
- Marketing
- Nonprofit and association management
- Procurement and contract management
- Project management
- Public relations

**Master of Science in technology management**

- Distance education technology
- E-business
- Homeland security management
- Information systems and services
- Project management

## EXECUTIVE DEGREE PROGRAM

**Master of Business Administration**

## DUAL DEGREE PROGRAMS

**MASTER OF BUSINESS ADMINISTRATION WITH**

**Master of Distance Education**

**Master of International Management**

**Master of Science in biotechnology**

**Master of Science in environmental management**

**Master of Science in financial management and information systems**

**Master of Science in health care administration**

**Master of Science in information technology**

**Master of Science in management**

**Master of Science in technology management**

**OTHER DUAL DEGREE COMBINATIONS**

**Master of Distance Education/Master of Science in management**

**Master of Education in instructional technology/Master of Distance Education\*\***

**Master of Science in accounting and information technology/Master of Science in accounting and financial management**

**Master of Science in accounting and financial management/Master of Science in financial management and information systems**

\* Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

\*\* The Master of Education in instructional technology must be completed first.

## TEACHER EDUCATION PROGRAM (NONDEGREE)

Teacher Education Reading Strand: Reading Courses in Elementary and Secondary Education

## CERTIFICATE PROGRAMS

Accounting

Accounting and Information Technology

Bioinformatics

Biotechnology Management

Database Systems Technology

Distance Education, Globalization, and Development

Distance Education Leadership

E-Business

E-Learning and Instructional Systems Design\*

Environmental Management

Financial Management in Organizations

Foundations of Distance Education

Foundations of Human Resource Management

Foundations of Information Technology

Health Care Administration

Homeland Security Management

Informatics

Information Assurance

Integrated Direct Marketing

Integrative Supply Chain Management

International Marketing

International Trade

Leadership and Management

Library Services in Distance Education

Nonprofit and Association Financial Management

Policy and Management in Distance Education

Procurement and Contract Management

Project Management

Public Relations

Software Engineering

Systems Analysis

Teaching and Training at a Distance

Technology in Distance Education

Telecommunications Management

## EXECUTIVE CERTIFICATE PROGRAM

Chief Information Officer

## National Leadership Institute

The National Leadership Institute (NLI) at UMUC provides programs that develop the leadership skills and abilities of career-focused managers and executives. Programs are noncredit and short-term and are designed for mid- to senior-level managers from the corporate, nonprofit, and government sectors who wish to make a positive and meaningful transformation in their professional and personal lives. Participants receive a comprehensive assessment of their leadership skills and perspectives, learn how their behavior affects others, engage in experiential exercises that demonstrate leadership behaviors, and leave the program with a workable leadership development plan.

NLI is a network associate of the Center for Creative Leadership (CCL), recognized worldwide as the preeminent organization devoted to leadership training and research.

NLI's wide range of leadership development programs include

- The Leadership Development Program (LDP)<sup>®</sup>
- Foundations of Leadership
- Online Leadership Assessment Program (OLAP)<sup>®</sup>
- Negotiating Conflict Program
- Custom-designed programs and workshops
- Executive coaching packages

More information may be obtained by calling the business development office at 877-999-7195, or by sending e-mail to [nli@umuc.edu](mailto:nli@umuc.edu). Schedule, registration, and pricing information is also available online at [www.umuc.edu/nli](http://www.umuc.edu/nli). NLI is on the GSA/MOBIS Schedule (GS#10F-0357N); please call 301-985-7913 before registering.

\* Offered with University of Maryland, Baltimore County.

# TUITION INFORMATION

One of the key values that drives UMUC is affordability. Not only does UMUC make sure that the tuition rates listed below are competitive, the university also helps you find ways to afford the cost of your education.

Tuition rates are subject to the approval of the University System of Maryland (USM) Board of Regents. They may be changed, or other charges may be included, as a result of the Board of Regents decisions.

Notwithstanding any other provision of this or any other university publication, the university reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the university or the USM Board of Regents.

## Tuition and Fees

### Due at Time of Registration

All tuition and fees are due at the time of registration, unless you

1. Applied for financial aid to cover tuition and fees for this session;
2. Enrolled in UMUC's interest-free monthly payment plan (to find out more, visit [www.umuc.edu/payoptions](http://www.umuc.edu/payoptions)); or
3. Provide confirmation that you will receive employer-provided tuition assistance

If you register by

Registration Method	Payment Due Date
Online via MyUMUC	Payment is due with registration or must be submitted by mail the day of registration
Phone via IRIS	IRIS will give you a payment due date
Mail, fax, or in person	Payment must accompany your registration

Payment is expected by the due date. If UMUC has not received your payment in full, your registration may be canceled.

*Note:* Not paying for a course does not relieve you of your financial obligation to the university.

### Mandatory Technology Fee

A technology fee per unit of credit is charged at the time of registration to improve the institutional information technology infrastructure and help fund technological advancements and tools to enhance the student experience. The fee is capped at \$240 per year (which runs summer/fall/spring). See Additional Fees for details.

### AVAILABLE METHODS OF PAYMENT

UMUC offers a variety of payment options. Payments may be made via

1. Credit card—American Express, Discover, MasterCard, and Visa payments can be made online at <https://my.umuc.edu> or by phone at 800-888-UMUC
2. Money order
3. Check—made payable to University of Maryland University College
4. Electronic check—payments can be deducted directly from your checking account via <https://my.umuc.edu>
5. Cash (in person at Adelphi only)

Registration payments—whether made by cash, check, money order, or credit card—are final and may not be replaced by any type of tuition assistance. The tuition and fees listed are those in effect at the time of publication, but are subject to change.

## Graduate Tuition per Credit

### STANDARD GRADUATE COURSES

Maryland residents	\$428
Nonresidents	\$659
Active-duty military and spouses*	\$428

### MBA COURSES

(regardless of residency) \$694

*Note:* AMBA 600 is \$694 for the class, not per credit.

### DOCTOR OF MANAGEMENT

DM courses  
(regardless of residency) \$1,087

*Note:* DM 600 is \$1,087 for the class, not per credit. Golden ID benefits may not be applied to GMBA or MBA courses or to 800-level courses for the Doctor of Management.

### GRADUATE TUITION PER PROGRAM FOR EXECUTIVE PROGRAMS

*Note:* Tuition for graduate Executive Programs generally includes the cost of tuition, books, library skills course, instructional materials, and an international study trip—except for airfare. Neither tuition remission for USM employees nor Golden ID benefits may be used for Executive Programs.

### MASTER OF BUSINESS

ADMINISTRATION (SEVEN COURSES) \$49,602

*Tuition is payable on the following schedule:*  
\$7,086 before each seminar\*\*

### CERTIFICATE FOR CHIEF INFORMATION OFFICERS (CIO) (FOUR COURSES)

\$28,344

*Tuition is payable on the following schedule:*  
\$7,086 before each seminar\*\*

\* Spouses and some dependent children of active-duty military personnel are eligible for the Maryland resident tuition rate—veterans and dependent children may also be eligible.

\*\* An additional deposit of \$500 is required after applications are accepted to reserve a place in the class. The first full tuition payment is due before the start of Seminar I.

## GRADUATE TUITION PER NONCREDIT COURSE

UCSP 611 Introduction to Graduate Library Research Skills	\$75
UCSP 620 Financial Accounting	\$225
UCSP 621 Economics	\$225
UCSP 630 Introduction to Research Methods	\$225
UCSP 650 Praxis I Pre-Professional Skills Tests	\$250

*Note:* Financial aid, Golden ID benefits, and USM remission of fees may not be applied to noncredit courses.

## Additional Fees

### APPLICATION (NONREFUNDABLE)

Doctor of Management	\$100
All other graduate programs	\$50

### DIPLOMA APPLICATION (NONREFUNDABLE)

For both degrees and certificates	\$50
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### TECHNOLOGY FEE \*

Per credit for credit courses (capped at \$240 per year)	\$10
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### TRANSCRIPTS

\$10

### RETURNED CHECKS

\$30

*Note:* In accordance with UMUC and the Board of Regents, all students who fail to pay charges incurred with UMUC will be transferred to the State Central Collection Unit. Additionally, UMUC has received authorization from the Board of Regents to charge students' delinquent accounts a 17 percent collection fee and/or all attorney and court costs incurred by the university. Once a past due balance with UMUC has been transferred to the State Central Collection Unit, students' information will be forwarded to the credit bureau.

Requests for services (e.g., transcripts, diplomas, commencement arrangements, transfer credit review) may be denied until all debts are paid in full. All graduate students are

required to pay graduate tuition for all graduate courses in which they are enrolled.

## Payment Options

### Monthly Tuition Payment Plan

UMUC offers an interest-free, monthly tuition-payment plan. The plan allows you to spread all or part of your tuition bills into monthly installments on a session basis, thus providing greater financial flexibility. All UMUC students are eligible to participate in the payment plan, regardless of financial need. More information may be found online at [www.umuc.edu/paymentoptions/one.shtml](http://www.umuc.edu/paymentoptions/one.shtml) or by calling Tuition Pay at 800-635-0120.

### Other Payment Options

Find detailed information about other payment options at the following Web pages.

#### EMPLOYER-PROVIDED ASSISTANCE

[www.umuc.edu/payoptions](http://www.umuc.edu/payoptions)

#### FINANCIAL AID AWARDS

[www.umuc.edu/financialaid](http://www.umuc.edu/financialaid)

#### VETERANS BENEFITS

[www.umuc.edu/vabenefits](http://www.umuc.edu/vabenefits)

## Refund Policy

The official date used to determine a refund is the date of the drop transaction, the date the withdrawal form is filed at the Information Desk at the Student and Faculty Services Center in Adelphi, or the postmarked date on a written request. The official date for federal financial aid recipients is the last date of class attendance as determined by federal regulations.

Financial aid awards may be canceled or reduced for financial aid recipients who withdraw from classes. Financial aid recipients should check with a financial aid

advisor when withdrawing from a course to determine the impact on their awards. Additional information on refunds is available online at [www.umuc.edu/refundpolicy](http://www.umuc.edu/refundpolicy).

*Note:* No refunds are given for technology fees or tuition for noncredit courses after the official start date of class.

## Refund for Course Cancellations

The university refunds 100 percent of tuition and technology fees for courses canceled by the university. The application fee is nonrefundable, even when a course is canceled.

## Refund for Student Withdrawals

**For classes in 10-week sessions or longer, tuition is refunded as follows:**

100%	Withdrawal before the class start date
75%	Withdrawal 1–13 calendar days after a class starts
50%	Withdrawal 14–20 calendar days after a class starts
0%	Withdrawal 21 or more calendar days after a class starts

Students who withdraw on the first day of class are not eligible for a 100 percent refund. *Please note:* This policy applies only to students not receiving federal financial aid.

## Federal Return of Funds Policy

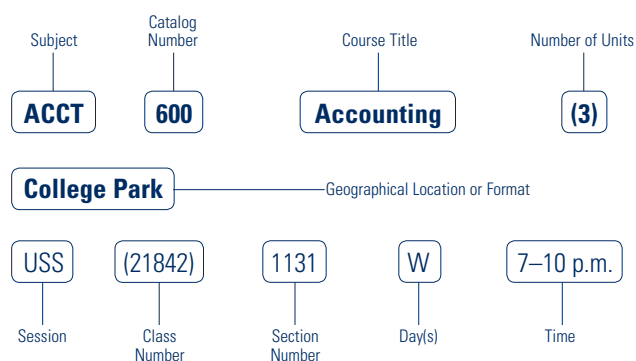
If you are receiving federal financial aid, you must follow the university's withdrawal procedures outlined in the graduate catalog. The federal return of funds policy may also be found at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid). For additional information, contact the Financial Aid Office by phone at 800-888-UMUC, ext. 7510, or by e-mail at [gradfinaid@umuc.edu](mailto:gradfinaid@umuc.edu).

\* Technology fee does not apply to GMBA, MBA, DM, and Executive Program courses.

# COURSE SCHEDULE

In this section you will find graduate courses offered during the summer 2009 session. Courses are organized in alphanumeric order by subject.

## KEY TO COURSE LISTINGS



## Key to Sessions

Standard on-site session.....	USS
Online session .....	OL1
MBA session .....	MBA
Executive session .....	UX1
Doctoral session.....	UDM
Intensive format.....	UN1 or UN2

## SPRING 2009 COURSES

### ACCT

#### ACCT 608 Fraud Examination and Accounting Ethics (3)

Online

OL1 (50839) 9040

#### ACCT 610 Financial Accounting (3)

Online

OL1 (50927) 9040

#### ACCT 611 Management Accounting (3)

Online

OL1 (50840) 9040

#### ACCT 612 Auditing Process (3)

Online

OL1 (51056) 9040

#### ACCT 613 Federal Income Taxation (3)

Online

OL1 (50841) 9040

#### ACCT 614 Accounting Information Systems (3)

Online

OL1 (50842) 9040

#### ACCT 665 Special Topics in Accounting (3)

Online

OL1 (51502) 9040

## TAKING GRADUATE COURSES

### First Courses for Your Program

To determine which course you should take first, go to [www.umuc.edu/catalog](http://www.umuc.edu/catalog) and see the course requirements for your program. The noncredit course UCSP 611 Introduction to Graduate Library Research Skills is required for all UMUC graduate students within the first 6 credits of graduate study. The 3-credit elective COMM 600 Academic Writing for Graduate Students is also recommended near the beginning of your program.

### Noncredit Courses

Several noncredit courses are available to help you build valuable skills so you can complete your graduate program successfully. See the complete list of noncredit courses online at [www.umuc.edu/grad/noncred](http://www.umuc.edu/grad/noncred).

### Mandatory Course Evaluations

UMUC uses student feedback to make decisions about future courses. The online evaluation is required to ensure complete information from every student—your input is vital. The evaluation notice will appear on class screens about 21 days before the end of the session. You will have approximately one week to complete the evaluation until access to the Class Menu will be locked. After you complete the evaluation, access to the Class Menu will resume.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

## AMBA

### AMBA 600 MBA Fundamentals (3)

#### Online

MBA (50843) 9040

#### College Park/Online Hybrid \*

MBA (51259) 1141 Th 6:30–9:30 p.m.  
MBA (51260) 1142 Th 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA (51261) 7631 W 6:30–9:30 p.m.

### AMBA 605 Economics of Management Decisions (6) ▼

#### Online

MBA 9040  
MBA 9041  
MBA 9042  
MBA 9043  
MBA 9044  
MBA 9045  
MBA 9046  
MBA 9047  
MBA 9048  
MBA 9049

#### College Park/Online Hybrid \*

MBA 1121 Tu 6:30–9:30 p.m.  
MBA 1122 Tu 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA 7621 Tu 6:30–9:30 p.m.

### AMBA 606 Organizations and the External Environment (6)

#### Online

MBA 9040  
MBA 9041  
MBA 9042  
MBA 9043  
MBA 9044  
MBA 9045  
MBA 9046  
MBA 9047  
MBA 9048  
MBA 9049

#### College Park/Online Hybrid \*

MBA 1131 W 6:30–9:30 p.m.  
MBA 1132 W 6:30–9:30 p.m.  
MBA 1133 W 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA 7641 Th 6:30–9:30 p.m.

### AMBA 607 Strategy (6)

#### Online

MBA 9031  
MBA 9032  
MBA 9033  
MBA 9034  
MBA 9035  
MBA 9036  
MBA 9037  
MBA 9038  
MBA 9039

#### College Park/Online Hybrid \*

MBA 1121 Tu 6:30–9:30 p.m.  
MBA 1122 Tu 6:30–9:30 p.m.

### AMBA 610 The Manager in Organizations and Society (6) ▼

#### Online

MBA (50851) 9040

#### College Park/Online Hybrid \*

MBA (51271) 1136 W 6:30–9:30 p.m.  
MBA (51272) 1137 W 6:30–9:30 p.m.  
MBA (51735) 1138 W 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA (51273) 7642 Th 6:30–9:30 p.m.

### AMBA 620 Managing People and Groups in the Global Workplace (6) ▼

#### Online

MBA 9040  
MBA 9041  
MBA 9042  
MBA 9043  
MBA 9044  
MBA 9045  
MBA 9046  
MBA 9047  
MBA 9048  
MBA 9049

#### College Park/Online Hybrid \*

MBA 1121 Tu 6:30–9:30 p.m.  
MBA 1122 Tu 6:30–9:30 p.m.  
MBA 1123 Tu 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA 7641 Th 6:30–9:30 p.m.

### AMBA 630 The Economics of Management Decisions (6) ▼

#### Online

MBA 9040  
MBA 9041  
MBA 9042  
MBA 9043  
MBA 9044  
MBA 9045  
MBA 9046  
MBA 9047  
MBA 9048  
MBA 9049  
MBA 9050  
MBA 9051  
MBA 9052

#### College Park/Online Hybrid \*

MBA 1141 Th 6:30–9:30 p.m.  
MBA 1142 Th 6:30–9:30 p.m.  
MBA 1143 Th 6:30–9:30 p.m.  
MBA 1144 Th 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA 7631 W 6:30–9:30 p.m.

### AMBA 640 Managing Projects, Operations, and Information Systems (6) ▼

#### Online

MBA 9040  
MBA 9041  
MBA 9042  
MBA 9043  
MBA 9044  
MBA 9045  
MBA 9046  
MBA 9047  
MBA 9048

#### College Park/Online Hybrid \*

MBA 1121 Tu 6:30–9:30 p.m.  
MBA 1122 Tu 6:30–9:30 p.m.

#### Dorsey Station/Online Hybrid \*

MBA 7631 W 6:30–9:30 p.m.

## BIOT

### BIOT 601 Molecular Biology for Business Managers (3)

#### Online

OL1 (50881) 9040

### BIOT 630 Introduction to Bioinformatics (3)

#### Online

OL1 (50882) 9040

### BIOT 640 Societal Issues in Biotechnology (3)

#### Online

OL1 (50883) 9040

\* Hybrid courses are offered with approximately every other session on-site and the remaining sessions online.

▼ Continuing students will be registered for AMBA 602–607 or AMBA 620–670 by Graduate Advising. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# COURSE SCHEDULE

## BIOT 643 Techniques of Biotechnology (3)

Online

OL1 (50884) 9040

## BIOT 645 The Business of Biotechnology (3)

Online

OL1 (50966) 9040

## BSBD

## BSBD 641 Biosecurity and Bioterrorism (3)

Online

OL1 (51498) 9040

## CIOC

## CIOC 640 Program Management (6) ✨

Online

UX1 9013

## COMM

## COMM 600 Academic Writing for Graduate Students (3)

Online

OL1 (50947) 9040

College Park

USS (51477) 1121 Tu 6–10 p.m.

## DBST

## DBST 651 Relational Database Systems (3)

Online

OL1 (51059) 9040

## DBST 652 Advanced Relational/ Object-Relational Database Systems (3)

Online

OL1 (51060) 9040

## DEPM

## DEPM 604 Leadership in Distance Education (3)

Online

OL1 (51122) 9040

## DETT

## DETT 607 Instructional Design and Course Development in Distance Education (3)

Online

OL1 (51120) 9040

## DETT 611 Library and Intellectual Property Issues in Distance Education (3)

Online

OL1 (51317) 9040

## DETT 615 Assessment and Quality Assurance in Distance Education (3)

Online

OL1 (51318) 9040

## DMBA

## DMBA 603 The Marketing of New Ideas (6)

Online

OL1 (51061) 9040

## DMBA 604 Technology and Operations Management (6) ▼

Online

OL1 9040  
OL1 9041  
OL1 9042  
OL1 9043  
OL1 9044  
OL1 9045  
OL1 9046

## DMBA 606 Organizations and the External Environment (6) ▼

Online

OL1 9040  
OL1 9041  
OL1 9042  
OL1 9043  
OL1 9044  
OL1 9045

## DMGT

## DMGT 600 Foundations of Doctoral Studies (3)

Online

UDM (51743) 9040

## DMGT 791 Dissertation Research: Proposal (3)

Online

UDM (50960) 9040

## DMGT 792 Dissertation Research: Stakeholder Paper (3)

Online

UDM (50885) 9040

## DMGT 793 Dissertation Research (3–6)

Online

UDM (50886) 9040

## DMGT 799 Dissertation Research (1)

Online

UDM (51000) 9040

## DMGT 800 Foundations of Management Theory and Strategic Thinking (6)

Online

UDM (51149) 9040

## DMGT 810 Leadership, Enterprise Change, and Virtual Management (6)

Online

UDM (51150) 9040

## DMGT 820 International Finance and Global Operation (6)

Online

UDM (51748) 9040

## DMGT 830 Research Methods and Design (6)

Online

UDM (51152) 9040

## DMGT 890 Dissertation Theory Paper (4)

Online

UDM (51153) 9040

## DMGT 891 Dissertation Empirical Paper (4)

Online

UDM (51154) 9040

## DMGT 892 Dissertation Futurist Paper (4)

Online

UDM (51155) 9040

## DMGT 899 Continuing Registration (1)

UDM (51815) 9040

## EBUS

## EBUS 610 Introduction to E-Business (3)

Online

OL1 (51070) 9040

## EBUS 620 E-Marketing (3)

Online

OL1 (51071) 9040

## EBUS 630 Social, Legal, Ethical, and Regulatory Issues (3)

Online

OL1 (51072) 9040

## EBUS 640 E-Technology (3)

Online

OL1 (51073) 9040

✨ Students in Executive Programs must register through the Executive Program Office.

▼ Continuing students will be registered for DMBA 604 and 606 by Graduate Advising. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

**EBUS 650 E-Development and Management (3)***Online*

UST (51074) 9040

**EBUS 660 E-Business Economics (3)***Online*

OL1 (51671) 9040

**EBUS 670 Capstone Course in E-Business (3)***Online*

OL1 (51493) 9040

**EDRS****EDRS 600 Secondary Reading I (3)***Online*

OL1 (51672) 9040

**EDTC****EDTC 600 Foundations of Technology in Teaching and Learning (3)***Online*

OL1 (51075) 9040

**EDTC 605 Digital Information Literacy for K–12 Educators (3)***Online*

OL1 (51076) 9040

**EDTC 610 Web-Based Learning and Teaching: Design and Pedagogy (3)***Online*

OL1 (51077) 9040

**EDTC 615 Using Technology for Instructional Improvement (3)***Online*

OL1 (51078) 9040

**EDTC 620 Technology in K–12 Education: Synchronous, Asynchronous, and Multimedia Technologies (3)***Online*

OL1 (51673) 9040

**EDTC 625 Hardware and Software in Instructional Development (3)***Online*

OL1 (51157) 9040

**EDTC 630 Administration of Technology Initiatives: Planning, Budgeting, and Evaluation (3)***Online*

OL1 (51133) 9040

**EDTC 640 Technology Change Management in Schools (3)***Online*

OL1 (51674) 9040

**EMBA****EMBA 620 Strategy in the Global Environment (6) ☆***Online*

UX1 9019

**EMBA 640 Strategic Global Marketing (6) ☆***Online*

UX1 9018

**ENER****ENER 603 Energy Infrastructure Management (3)***Online*

OL1 (51024) 9040

**ENVM****ENVM 641 Environmental Auditing (3)***Online*

OL1 (50887) 9040

**ENVM 643 Environmental Communications and Reporting (3)***Online*

OL1 (50888) 9040

**ENVM 646 Environmental/Energy Law and Policy Development (3)***Online*

OL1 (50889) 9040

**ENVM 647 Environmental Risk Assessment (3)***Online*

OL1 (51496) 9040

**ENVM 648 Fundamentals of Environmental Systems (3)***Online*

OL1 (51755) 9040

**ENVM 650 Land and Water Resource Management (3)***Online*

OL1 (51497) 9040

**ENVM 651 Watershed Planning Management (3)***Online*

OL1 (51128) 9040

**ENVM 652 Principles of Air Quality Management (3)***Online*

OL1 (51829) 9040

**ENVM 653 Land Use Management (3)***Online*

OL1 (52026) 9040

**ENVM 670 Seminar in Environmental Management (3)***Online*

OL1 (51834) 9040

**FIN****FIN 610 Financial Management in Organizations (3)***Online*

OL1 (50932) 9040

**FIN 615 Financial Analysis and Modeling (3)***Online*

OL1 (50935) 9040

**FIN 620 Capital Markets, Institutions, and Long-Term Financing (3)***Online*

OL1 (50936) 9040

**FIN 630 Investment Valuation (3)***Online*

OL1 (50938) 9040

**FIN 640 Multinational Financial Management (3)***Online*

OL1 (50940) 9040

**FIN 645 Behavioral Finance (3)***Online*

OL1 (51117) 9040

**FIN 660 Strategic Financial Management (3)***Online*

OL1 (51504) 9040

**HAIN****HAIN 670 Health Administration Informatics Capstone (3)***Online*

OL1 (51506) 9040

**HCAD****HCAD 600 Introduction to Health Care Administration (3)***Online*

OL1 (50891) 9040

☆ Students in Executive Programs must register through the Executive Program Office.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# COURSE SCHEDULE

## HCAD 610 Information Technology for Health Care Administration (3)

Online

OL1 (50946) 9040

## HCAD 620 The U.S. Health Care System (3)

Online

OL1 (50892) 9040

College Park

USS (50924) 1121 Tu 7–10 p.m.

## HCAD 630 Public Health Administration (3)

Online

OL1 (51134) 9040

## HCAD 635 Long-Term Care Administration (3)

Online

OL1 (51026) 9040

## HCAD 640 Financial Management for Health Care Organizations (3)

Online

OL1 (50893) 9040

## HCAD 650 Legal Aspects of Health Care Administration (3)

Online

OL1 (50925) 9040

## HCAD 660 Health Care Institutional Organization and Management (3)

Online

OL1 (50964) 9040

## HCAD 670 Health Care Administration Capstone (3)

Online

OL1 (50894) 9040

## HRMD

## HRMD 610 Issues and Practices in Human Resource Management (3)

Online

OL1 (50983) 9040

## HRMD 620 Employee Relations (3)

Online

OL1 (51001) 9040

## HRMD 630 Recruitment and Selection (3)

Online

OL1 (50984) 9040

## HRMD 650 Organizational Development and Change (3)

Online

OL1 (50985) 9040

## HSMN

## HSMN 610 Concepts in Homeland Security (3)

Online

OL1 (51110) 9040

## HSMN 620 Physical Security (3)

Online

OL1 (51111) 9040

## HSMN 630 Business Continuity: Disaster Recovery, Planning, and Response (3)

Online

OL1 (51112) 9040

## HSMN 670 Seminar in Homeland Security (3)

Online

OL1 (51113) 9040

## IMAN

## IMAN 601 Strategic Management in a Global Environment (3)

Online

OL1 (50895) 9040

## IMAN 625 International Trade and Economic Policy (3)

Online

OL1 (50974) 9040

## IMAN 635 Managing Country Risk (3)

Online

OL1 (51316) 9040

## IMAT

## IMAT 637 IT Acquisitions Management (3)

Online

OL1 (51094) 9040

## IMAT 639 Internet Multimedia Applications (3)

Online

OL1 (51740) 9040

## IMAT 670 Contemporary Topics in Informatics (3)

Online

OL1 (51096) 9040

## INFA

## INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)

Online

OL1 (51097) 9040

College Park

USS (51478) 1141 Th 6–10 p.m.

## INFA 620 Network and Internet Security (3)

Online

OL1 (51101) 9040

## INFA 630 Intrusion Detection and Intrusion Prevention (3)

Online

OL1 (51102) 9040

## INFA 640 Cryptology and Data Protection (3)

Online

OL1 (51104) 9040

## INFA 650 Computer Forensics (3)

Online

OL1 (51124) 9040

## INFA 660 Security Policy, Ethics, and the Legal Environment (3)

Online

OL1 (51105) 9040

## INFA 670 Information Assurance Capstone (3)

Online

OL1 (51516) 9040

## ISAS

## ISAS 600 Information Systems for Managers (3)

Online

OL1 (51106) 9040

## ISAS 610 Information Systems Management and Integration (3)

Online

OL1 (51107) 9040

## ISAS 630 Systems Analysis and Design (3)

Online

OL1 (51109) 9040

## ITEC

## ITEC 610 Information Technology Foundations (3)

Online

OL1 (51086) 9040

## ITEC 620 Information Technology Infrastructure (3)

Online

OL1 (51090) 9040

## ITEC 630 Information Systems Analysis, Modeling, and Design (3)

Online

OL1 (51091) 9040

## ITEC 640 Information Technology Project Management (3)

Online

OL1 (51118) 9040

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

## MGMT

### MGMT 610 The Manager in a Technological Society (3)

Online

OL1 (50986) 9040

College Park/Online Hybrid \*

USS (51811) 1121 Tu 7–10 p.m.  
USS (51812) 1141 Th 7–10 p.m.

### MGMT 615 Intercultural Communication and Leadership (3)

Online

OL1 (51083) 9040

College Park/Online Hybrid \*

USS (51813) 1121 Tu 7–10 p.m.

Dorsey Station/Online Hybrid \*

USS (51472) 7621 Tu 7–10 p.m.

Shady Grove

USS (51827) 5131 W 7–10 p.m.

### MGMT 630 Organizational Theory and Behavior (6)

Online

OL1 (51140) 9040

College Park/Online Hybrid \*

USS (51837) 1111 M 7–10 p.m.  
USS (51814) 1131 W 7–10 p.m.

### MGMT 640 Financial Decision Making for Managers (3)

Online

OL1 (50987) 9040

College Park/Online Hybrid \*

USS (51509) 1111 M 7–10 p.m.  
USS (51482) 1121 Tu 7–10 p.m.

### MGMT 645 Legal Aspects of Management (3)

Online

OL1 (50988) 9040

### MGMT 650 Research Methods for Managers (3)

Online

OL1 (50989) 9040

College Park

USS (51483) 1111 M 7–10 p.m.

College Park/Online Hybrid \*

USS (51511) 1141 Th 7–10 p.m.

### MGMT 670 Strategic Management Capstone (3)

Online

OL1 (50990) 9040

College Park

USS (51484) 1131 W 7–10 p.m.

## MRKT

### MRKT 600 Marketing Management (3)

Online

OL1 (51006) 9040

### MRKT 601 Legal and Ethical Issues in Global Communications (3)

Online

OL1 (51007) 9040

### MRKT 602 Consumer Behavior (3)

Online

OL1 (50941) 9040

### MRKT 605 International Marketing Management (3)

Online

OL1 (51512) 9040

### MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6)

Online

OL1 (50942) 9040

## MSAF

### MSAF 670 Accounting and Financial Management Capstone (3)

Online

OL1 (50943) 9040

## MSAT

### MSAT 670 Accounting and Information Technology Capstone (3)

Online

OL1 (51503) 9040

## MSFS

### MSFS 670 Financial Management and Information Systems Capstone (3)

Online

OL1 (51505) 9040

## NPMN

### NPMN 600 Nonprofit and Association Organizations and Issues (3)

Online

OL1 (51499) 9040

### NPMN 610 Nonprofit and Association Law and Governance (3)

Online

OL1 (51500) 9040

### NPMN 660 Strategic Management in Nonprofit Organizations and Associations (3)

Online

OL1 (51501) 9040

## OMDE

### OMDE 601 Foundations of Distance Education (3)

Online

OL1 (50896) 9040

### OMDE 603 Technology in Distance Education (3)

Online

OL1 (51313) 9040

### OMDE 670 Portfolio and Project in Distance Education (3)

Online

OL1 (51119) 9040

## PCMS

### PCMS 626 Purchasing and Materials Management (3)

Online

OL1 (51510) 9040

### PCMS 627 Legal Aspects of Contracting (3)

Online

OL1 (51025) 9040

### PCMS 628 Contract Pricing and Negotiations (3)

Online

OL1 (51146) 9040

### PCMS 629 Strategic Purchasing and Logistics (3)

Online

OL1 (51027) 9040

### PCMS 630 Commercial Transactions in a Technological Environment: Law, Management, and Technology (3)

Online

OL1 (50944) 9040

### PCMS 631 Integrative Supply Chain Management (3)

Online

OL1 (50945) 9040

\* Hybrid courses are offered with approximately every other session on-site and the remaining sessions online.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# COURSE SCHEDULE

## PMAN

### PMAN 600 Project Management: Foundations and Advanced Methods (6)

Online

OL1 (51314) 9040

### PMAN 634 Foundations of Project Management (3)

Online

OL1 (50897) 9040

### PMAN 637 Project Risk Management (3)

Online

OL1 (50900) 9040

### PMAN 638 Project Communications Management (3)

Online

OL1 (50901) 9040

### PMAN 639 Project Quality Management (3)

Online

OL1 (51131) 9040

### PMAN 641 Project Procurement Management (3)

Online

OL1 (51315) 9040

### PMAN 650 Financial Management of Projects (3)

Online

OL1 (51132) 9040

### PMAN 670 Advanced Project Methods (3)

Online

OL1 (50899) 9040

## PRPA

### PRPA 601 Public Relations Theory and Practice (3)

Online

OL1 (50902) 9040

### PRPA 610 Crisis Communication Management (3)

Online

OL1 (50903) 9040

## SWEN

### SWEN 603 Systems Engineering (3)

Online

OL1 (51125) 9040

### SWEN 640 Software Project Management (3)

Online

OL1 (51126) 9040

### SWEN 645 System and Software Standards and Requirements (3)

Online

OL1 (51092) 9040

### SWEN 646 Software Design and Implementation (3)

Online

OL1 (51093) 9040

### SWEN 647 Software Verification and Validation (3)

Online

OL1 (51095) 9040

### SWEN 648 Software Maintenance (3)

Online

OL1 (51517) 9040

## TLMN

### TLMN 602 Telecommunications Industry: Structure and Environment (3)

Online

OL1 (50904) 9040

### TLMN 623 Telecommunications Networks (3)

Online

OL1 (51082) 9040

### TLMN 641 Network Management and Design (3)

Online

OL1 (51127) 9040

### TLMN 645 Wireless Telecommunications Systems (3)

Online

OL1 (50905) 9040

## TMAN

### TMAN 600 Foundations of Management and Technology (6)

Online

OL1 (51032) 9040

### TMAN 611 Principles of Technology Management (3)

Online

OL1 (50906) 9040

### TMAN 614 Strategic Management of Technology and Innovation (3)

Online

OL1 (50908) 9040

### TMAN 625 Economics and Financial Analysis for Technology Managers (3)

Online

OL1 (51080) 9040

### TMAN 632 Organizational Performance Management (3)

Online

OL1 (50910) 9040

### TMAN 633 Managing People in Technology-Based Organizations (3)

Online

OL1 (50913) 9040

### TMAN 636 Knowledge Management (3)

Online

OL1 (50926) 9040

## UCSP

### UCSP 611 Introduction to Graduate Library Research Skills (0)

Online

UN1	(50915)	9001
UN1	(50982)	9030
UN2	(50956)	9050
UN2	(50952)	9070

### UCSP 611D Introduction to Graduate Library Research Skills (0)

Online

UN1 (51144) 9040

### UCSP 620 Financial Accounting (0)

Online

UN1 (50917) 9040

### UCSP 621 Economics (0)

Online

UN1 (50919) 9040

### UCSP 630 Introduction to Research Methods (0)

Online

UN1 (50920) 9040

### UCSP 650 Praxis I Pre-Professional Skills Tests (0)

Online

UN1 (51756) 9040

## XMBA

### XMBA 606 International Business, Trade, and Business Law (6) ☆

College Park

UX1	1167	Sa	8 a.m.–5 p.m.
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☆ Students in Executive Programs must register through the Executive Program Office.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# CONTACT INFORMATION

Looking for answers or assistance? UMUC personnel can help you keep your studies on track—whether you need to find the right course for your program or you want to use academic or student services. The people and offices you need to reach are listed below.

UMUC, Graduate School of Management  
and Technology  
3501 University Boulevard East  
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800-888-UMUC (8682) or 301-985-7200

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## TEACHER EDUCATION PROGRAMS

### PROGRAM DIRECTOR, INSTRUCTIONAL TECHNOLOGY

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## Graduate School General Contact Information

Need assistance or other information? Call **800-888-UMUC** for all your student needs. Call to speak with a graduate academic advisor who will help you make decisions about your courses and your degree or certificate program. You may also call the Adelphi, Dorsey Station, or Shady Grove locations to schedule in-person academic advising.

See p. 3 for additional contact information and Web addresses to help you find the resources and support you need throughout your program.

## Graduate Library and Writing Courses

Students taking COMM 600 Academic Writing for Graduate Students or the non-credit course UCSP 611 Introduction to Graduate Library Research Skills may reach one of the following individuals for assistance and information.

### COMM 600 Academic Writing for Graduate Students

#### ACADEMIC DIRECTOR

Andrew J. Cavanaugh, MA  
[acavanaugh@umuc.edu](mailto:acavanaugh@umuc.edu)  
240-582-2830

### UCSP 611 Introduction to Graduate Library Research Skills

#### COURSE MANAGER

Julie Arnold, MLS  
[jlarnold@umuc.edu](mailto:jlarnold@umuc.edu)  
301-985-7403

## Other UMUC Departments

Bookstores	
MBS Direct	800-325-3252
University Book Center/ Barnes & Noble	800-434-6621
Bursar's Office (Student Accounts)	301-985-7404
Career Services	301-985-6785
Disabled and Veteran Student Affairs	
Main Number	301-985-7930
TTY	301-985-7466
Financial Aid	301-985-7510
Finance Office	301-985-5500
Grades, Records, Transcripts	301-985-7236
Information and Library Services	301-985-7209
International Student Admissions	301-985-7155
IRIS (Phone Registration)	800-584-9413
Literature Requests (e.g., catalogs, schedules of classes, financial aid brochure)	800-888-UMUC
National Leadership Institute (NLI)	
Local Number	301-985-7195
Toll-Free Number	877-999-7105
Registrar	301-985-7236
UMUC 360 Support (for MyUMUC and WebTycho)	888-360-UMUC

## UMUC Graduate Course Locations

### Adelphi/College Park (UMUC Headquarters and UMCP Campus)

3501 University Boulevard East  
Adelphi, MD 20783

800-888-UMUC

### Dorsey Station

6865 Deerpath Road  
Elkridge, MD 21075

443-459-3500

### Frederick at Fort Detrick

*Fort Detrick*  
1520 Freedman Drive  
Fort Detrick, MD 21702

*National Cancer Institute*  
NCI-Frederick Conference Center  
549 Sultan Street  
Frederick, MD 21702

301-738-6090

### Shady Grove

9636 Gudelsky Drive  
Rockville, MD 20850

301-738-6090

### Waldorf Center for Higher Education

3261 Old Washington Road  
Waldorf, MD 20602

301-632-2900

For a complete listing of UMUC course and service locations in the United States, as well as site phone numbers, see inside back cover. For hours and directions, visit [www.umuc.edu/locate](http://www.umuc.edu/locate).

# REGISTRATION INSTRUCTIONS

Registering at UMUC is easy, no matter which option you choose. You may register for your courses online or by phone or fill out the registration form on the following page and follow the instructions below to register by mail or fax.

Detailed information on the various ways to register—online via MyUMUC, by phone via the Interactive Registration and Information System (IRIS), by mail or fax, or on-site—can be found online at [www.umuc.edu/register](http://www.umuc.edu/register).

A form is provided on the following page for those who prefer to mail or fax in their registration. (*Please note:* Online and phone registrations are processed and confirmed immediately; mail and fax registrations require manual processing.)

You may register by fax or mail if

- You have already been admitted to UMUC as a graduate student.
- You are a new student who meets the UMUC admission criteria and has submitted an Application for Admission (available at <https://my.umuc.edu>) with the \$50 application fee.
- All of your financial aid awards are enclosed or have already been confirmed.

You may not register by fax or mail if you are a financial aid applicant without an

award letter or a GSL disclosure statement—unless your own payment accompanies the registration form.

## Instructions

1. Complete the registration form, using black ink and printing legibly.
2. Compute the amount due for tuition and fees. (Refer to p. 6 of this schedule or see [www.umuc.edu/tuition](http://www.umuc.edu/tuition).)
3. Be sure to meet the deadlines listed under Important Dates on p. 2 in this schedule.
4. Either fax your registration to 301-985-7364 or mail it to the Registrar's Office—Registration, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783-8075 USA. Fax registrations require that you already be admitted and that you pay by credit card.

UMUC will mail you a statement of your account.

## Schedule Adjustment

After your registration has been processed, you may make changes online or through IRIS. To do so, access MyUMUC at <https://my.umuc.edu> or call 800-584-9413 or 301-985-7499. IRIS is available daily from 6 a.m. to 9 p.m. eastern time.

## The Waiting List

If a course is already full at the time of registration, you have the option of placing your name on a waiting list for that class. For information on how the wait list works, visit [www.umuc.edu/register](http://www.umuc.edu/register). To check on

## Army Students

To make use of military tuition assistance, Army students must register online via [www.GoArmyEd.com](http://www.GoArmyEd.com). For more information, contact your advisor.

course availability and see if new sections have been added, visit the MyUMUC student portal at <https://my.umuc.edu>.

## Withdrawals or Dropped Courses

Official withdrawal from a class must occur no later than 14 days before the final class. For information on how to withdraw from a class, visit [www.umuc.edu/register](http://www.umuc.edu/register).

*Please note:* UMUC can honor only withdrawal requests actually received. Failure to withdraw in the required manner may result in the forfeiture of any refund and may result in a failing grade.

Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal or relieve you of your financial obligation to UMUC. Never attending or ceasing to attend classes does not constitute a withdrawal.

## Other Forms

The following forms can be completed and submitted online through MyUMUC (<https://my.umuc.edu>). If you are not yet enrolled at UMUC, click on the Prospective Student tab at the top of the page.

- Application for Admission
- Financial Aid: FAFSA
- Registration
- Application for Diploma

[illegible]

You are responsible for checking to make sure you have the necessary prerequisites for a course and that the course does not duplicate any other course you have taken. **You must list ALL information requested below.** Refer to the Key to Course Listing for guidance. Example:

[illegible]

\* Leave blank if you want standard A, B, C, F grading options; otherwise, indicate audit (AU). Courses required for degree-seeking students may not be taken as an audit.

FOR OFFICE USE ONLY

*Enclose this form with payment by mail or fax to 301-985-7364 by registration deadline.*



# UMUC ACROSS THE U.S.

Maryland UMUC sites shown in bold offer on-site graduate courses and services; all other locations listed provide one or multiple services for UMUC students, such as academic advising, library resources, and computer labs. Visit [www.umuc.edu/locate](http://www.umuc.edu/locate) for office hours and directions.

## CALIFORNIA

Coronado Naval Base*	619-995-4127
Point Loma Naval Base*	619-995-4127
San Diego Naval Base*	619-995-4127
Travis Air Force Base*	707-344-6891

## DISTRICT OF COLUMBIA

Bolling/Anacostia*	202-563-3611
Walter Reed Army Medical Center*	202-782-3023

## FLORIDA

Eglin Air Force Base*	850-502-7779
Hurlburt Field*	850-502-7779
Jacksonville Naval Air Station*	904-610-4361
Mayport Naval Station*	904-610-4361
Pensacola Naval Air Station	850-502-7779

## GEORGIA

Fort Gordon*	706-207-1407
Fort Stewart*	706-207-1407
Kings Bay Naval Submarine Base*	904-610-4361

## HAWAII

Camp Smith*	808-223-3741
Honolulu (Coast Guard Integrated Support Command)*	808-223-3741
Kaneohe Bay Marine Corps Base*	808-223-3741
Pearl Harbor Naval Station*	808-223-3741
Schofield Barracks*	808-223-3741
Tripler Army Medical Center*	808-223-3741

## MARYLAND

Aberdeen Proving Ground*	410-272-8269
<b>Adelphi (UMUC headquarters)</b>	<b>800-888-UMUC</b>
Allegany College of Maryland†	240-527-2711
Andrews Air Force Base*	301-981-3123
Anne Arundel Community College†	443-459-3500
Arundel Mills (AACC)†	410-777-1882
Baltimore City Community College†	443-459-3500
Bethesda*	301-654-1377
Carroll Community College†	443-459-3500
Cecil Community College†	443-459-3500
Chesapeake College†	443-459-3500
College of Southern Maryland†	301-632-2900
<b>College Park (UMCP) (see Adelphi)</b>	<b>800-888-UMUC</b>
Community College of Baltimore County†	443-459-3500
<b>Dorsey Station</b>	<b>443-459-3500</b>
Eastern Shore Higher Education Center	410-827-5761
Fort Detrick*	301-738-6090
Fort Meade*	301-621-9882
Frederick Community College†	301-738-6090
Garrett College†	240-527-2711
Hagerstown (USM)	240-527-2711
Hagerstown Community College†	240-527-2711
Harford Community College†	443-459-3500
Howard Community College†	443-459-3500
Laurel College Center†	410-772-4162
Montgomery College†	301-738-6090
Patuxent River Naval Air Station*	301-737-3228
Prince George's Community College†	301-632-2900

## Shady Grove

**301-738-6090**

Southern Maryland Higher Education Center	301-737-2500 x215
<b>Waldorf Center</b>	<b>301-632-2900</b>
Wor-Wic Community College†	443-459-3500

## SOUTH CAROLINA

Fort Jackson*	706-207-1407
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## TEXAS

Fort Hood*	254-532-9890
Fort Sam Houston*	210-247-7430
Lackland Air Force Base*	210-247-7430

## VIRGINIA

Fort Belvoir*	703-781-0059
Fort Myer*	703-696-3070
Henderson Hall, Navy Annex*	703-614-9104
Langley Air Force Base*	757-646-1530
Little Creek Naval Air Base*	757-646-1530
Norfolk Naval Station*	757-646-1530
Oceana Naval Air Station*	757-646-1530
Portsmouth Naval Medical Center*	757-646-1530
Quantico (Marine Corps Base)*	703-630-1543

## WASHINGTON

Bremerton Naval Station*	360-626-3593
Everett Naval Station*	360-626-3593
Fort Lewis*	360-626-3593
Kitsap at Bangor Naval Base*	360-626-3593
McChord Air Force Base*	360-626-3593
Whidbey Island Naval Air Station*	360-626-3593

\* Site located on a military installation. Open to the general public; call site for access information.

† UMUC representatives visit Maryland community college campuses regularly, but for limited hours.

## NONDISCRIMINATION

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities, in accordance with UMUC Policy 40.30 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment ([www.umuc.edu/policy/admin04030.shtml](http://www.umuc.edu/policy/admin04030.shtml)). UMUC does not discriminate against or harass any person because of race, religion, family status, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, veteran status (including Vietnam-era veterans), or genetic information. All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be directed to the director of Diversity Initiatives, Office of the President, UMUC, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 800-888-UMUC, ext. 7940).

## ACCREDITATION

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), one of the six regional accrediting agencies recognized by the U.S. Department of Education. UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia.

UMUC is a constituent institution of the University System of Maryland.

## Academic Calendar

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### SUMMER 2009

Online session 1	May 26–August 17, 2009
On-site standard session	May 26–August 17, 2009
MBA session	July 6–September 13, 2009
Doctoral session	May 25–August 22, 2009

## Coming This Fall

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In fall 2009, the Graduate School will begin offering a new specialization in criminal justice management within the Master of Science in management. The specialization is designed to provide an understanding of the criminal justice system, with an emphasis on leadership, management, and cross-agency collaboration. Coursework covers law enforcement management, correctional administration, security management, and intelligence issues. Like the other specializations in the MS in management, the program requires a common core of management coursework, as well as coursework in the specialization, and has a dual degree option with the MBA.

The Master of Arts in Teaching (MAT) program has also been revived and revamped. Unlike the Master of Education and Master of Distance Education programs, the MAT is designed to prepare students to teach and meet Maryland certification requirements in a specific secondary content discipline (computer science, earth/space science, math, or English). It includes a professional internship (student teaching experience), but all other coursework is offered online.

Although these programs officially start in the fall, interested students can begin work already—by taking core management courses for the MS in management or by taking the MAT orientation course to prepare for the Praxis I exam (see article, p. 1).

For more information, contact Al Raider (for the criminal justice specialization) at 301-985-7044 or Virginia Pilato (for the MAT) at 301-985-7360.

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**Questions?** Contact an advisor at 800-888-UMUC (8682) or [gradinfo@umuc.edu](mailto:gradinfo@umuc.edu).



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